

**STUDENT ENTERPRISE SYSTEM
DATA SECURITY POLICY**

Background

The upgrade of the Student Enterprise System (SES) to a web enabled version of the underlying software presents Northwestern University with new opportunities and challenges. Because SES contains sensitive and valuable information regarding individual students, one of the challenges of the upgraded system involves protecting the privacy of this data. Because the upgraded system allows for web based access, protecting the privacy of this data becomes both more challenging and more necessary. The purpose of this policy is to document some of the SES security standards that protect this data and its privacy.

Policy

The purpose of the SES system is to support the functions required to fulfill job responsibilities in regard to student admission, student records and registration, student accounts and student financial aid. Therefore, it is required that access to the data occur only while performing job responsibilities. Furthermore, access to SES must only occur while at the Northwestern University campus workstation with all the required security and access protection in place.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S PRINTED NAME

Approved by SCCT on August 6, 2003
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Please Check One:
 New SES User
 Change of SES Access

**NORTHWESTERN UNIVERSITY
 STUDENT ENTERPRISE SYSTEM
 ACCESS AUTHORIZATION REQUEST FORM – QUERY – ADMISSIONS**

NAME _____ (Last Name, First Name, MI)	TITLE _____	DATE _____
SCHOOL AND/OR DEPARTMENT NAME _____		
WORK ADDRESS _____	CAMPUS _____	
EMAIL _____	WORK PH. _____	FAX NO. _____
ITCS MAINFRAME ID _____	SES USER ID _____	HRIS USER ID _____
		HRIS EMPLID _____

THE INDIVIDUAL LISTED ABOVE PERFORMS THE DEPARTMENTAL RESPONSIBILITIES RELATED TO SES AND WILL REQUIRE THE FOLLOWING AREAS OF ACCESS:

REQUESTED ACCESS

What type of data do you need query access to?

Statement of Agreement

- I understand that the PeopleSoft Student Enterprise System is a copywritten product of PeopleSoft, Inc. that has been licensed to Northwestern University with certain restrictions as to its use. I will not use the product to process data other than that of Northwestern University. I will not make available or disclose the contents of the PeopleSoft product or any portion thereof to parties outside the Northwestern University community. Furthermore, I will not make copies of the PeopleSoft product.
- I will not seek personal benefit or permit others to benefit personally from information contained in the Student Enterprise System.
- The privacy and confidentiality of student records is protected by The Family Educational Rights and Privacy Act. Access to student records is granted to University staff who have a legitimate educational purpose. It is unlawful to release student record information to any third party.
- I will not divulge the contents of any record or report to any person except in the conduct of my work assignment and in accordance with University and departmental policies.
- I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- I will not divulge personal ID's or passwords to anyone, whether University personnel or others.

I UNDERSTAND THAT ANY VIOLATION OF THIS AGREEMENT MAY BE CAUSE FOR APPROPRIATE DISCIPLINARY ACTION, INCLUDING DISMISSAL.

 APPLICANT'S SIGNATURE DATE

 SUPERVISOR'S SIGNATURE DATE
 (To verify and approve above access request)

 APPLICANT'S PRINTED NAME

 SUPERVISOR'S PRINTED NAME

FOR OFFICE USE ONLY

 DATA CUSTODIAN DATE

Database(s) _____ **Operator ID** _____

Table(s) _____

Access Group(s) _____

ACCESS ASSIGNED BY _____ **DATE** _____

Return completed form for Undergrad Admissions to: 1801 Hinman, Ev, MC: 1260, Fax to (847) 467-1317 Attn: Mike Mills
 Return completed form for Graduate Admissions to: 633 Clark, Ev, MC: 1113, Fax to (847) 491-5070 Attn: Beth Bogdewic